

ADMINISTRATIVE REGULATION REVIEW CALENDAR

REGULATION BEING REVIEWED:13 KAR 2:020

Action	Requirements	Sched Date	Completed
APPROVAL BY COUNCIL - obtain a dated, signed statement that the ordinary administrative regulation has been reviewed by the Council	- prior to initial filing of the ordinary administrative regulation, at a regularly scheduled Council meeting	May 21, 2007	
ORDINARY ADMINISTRATIVE REGULATION - file the regulation formatted as required by LRC, along with any materials incorporated by reference, signature page, regulatory impact analysis & tiering statement, etc...and 5 copies of everything - file a public notice statement as required by LRC	- filed by 15th of the month, if on a weekend/holiday, then filed by preceding working day - file with the ordinary administrative regulation (see Manual for contents)	June 14, 2007	
ORDINARY ADMINISTRATIVE REGULATION PUBLICATION	- 1st day of the month following filing of ordinary administrative regulation	July 1, 2007	
ORDINARY ADMINISTRATIVE REGULATION PUBLICATION - NOTIFY IF ERRORS - notify Compiler in writing if errors are found	- within 5 days of publication	July 6, 2007	
PUBLIC HEARING NOTIFICATION - mail a copy of the administrative regulation as filed and all attachments accompanied by a cover letter requesting written comments , etc.	- within 5 working days of filing the ordinary administrative regulation	June 18, 2007	
PUBLIC HEARING CANCELLED - if no member of the public requests a hearing notify Compiler by phone and letter	- 5 working days prior to the date of the hearing	July 20, 2007	

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PUBLIC HEARING SCHEDULED - if any member of the public requests a hearing (NOTE: if multiple Admin Regs are being processed on same time schedule, all hearings can be scheduled at one time)	- held between 21st day and last workday of the month in which the administrative regulation is published	July 25, 2007	
PUBLIC HEARING HELD-NOTIFICATION - if the public hearing is held, submit a letter to the Compiler notifying that a SOC will be filed		August 1-3, 2007	
PUBLIC COMMENT PERIOD - notify Compiler, by phone and letter, if written comments were or were not received - if written comments are received, submit a letter to the Compiler notifying that a SOC will be filed	- ends 30 days following publication in the Administrative Register (i.e. 31st or 1st)	July 1, 2007 through July 31, 2007	
NO COMMENTS OR PUBLIC HEARING HELD - note...	- no SOC has to be filed		

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STATEMENT OF CONSIDERATION (SOC) <ul style="list-style-type: none"> - submit summary of comments and responses, SOC and the administrative regulation and 5 copies, if administrative regulation is not amended - if administrative regulation is amended, submit the amended administrative regulation, and all attachments, with SOC attached to back, and 5 copies or - submit a request to extend up to 30 calendar days the deadline due 	<ul style="list-style-type: none"> - at least 15 working days prior to the next meeting of the ARRS to remain on agenda or by the 15th calendar day following the end of the public comment period - 15th day of the month to appear in the next published Administrative Register and to be on next agenda - 15th calendar day 	August 15, 2007	
SOC NOTIFICATION TO PUBLIC <ul style="list-style-type: none"> - NOTE: copies of SOC must be distributed to anyone attending a public hearing, or submitting written comments 	<ul style="list-style-type: none"> - within 5 days of filing SOC 	August 3, 2007	
SOC PUBLICATION <ul style="list-style-type: none"> - if applicable (see previous step), amended administrative regulations with SOC's will be published in the Administrative Register 	<ul style="list-style-type: none"> - 1st day of the month following filing of SOC 	September 4, 2007	
SOC PUBLICATION ERROR NOTIFICATION <ul style="list-style-type: none"> - notify Compiler in writing if errors are found 	<ul style="list-style-type: none"> - within 5 days of publication 	September 10, 2007	
AMENDMENTS AT ARRS MEETING <ul style="list-style-type: none"> - with the permission of the ARRS, CPE may amend the administrative regulation (see p.28&29) submit letter and 20 copies to the Compiler 	<ul style="list-style-type: none"> - filed at least 5 days prior to the meeting of the ARRS 	September 5, 2007	

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ADMINISTRATIVE REGULATION REVIEW SUBCOMMITTEE (ARRS) - meeting date will be published in the Administrative Register - CPE may request a deferral to next meeting	- within 45 calendar days of publication or 60 calendar days of receipts of SOC	September 11, 2007	
AMENDMENTS AT SECOND REVIEW - with the permission of the legislative subcommittee, CPE may amend the administrative regulation (see p.33 (4)) submit letter and 20 copies to the Compiler	- filed at least 5 days prior to the meeting of the ARRS	September 5, 2007	
SECOND REVIEW COMMITTEE - this is a meeting of the appropriate jurisdictional legislative subcommittee	- within 30 days of referral to committee	October ?, 2007	
ADMINISTRATIVE REGULATION BECOMES EFFECTIVE	- adjournment and approval of second review committee or - 30 days after referral to second review committee and no action is taken		
WITHDRAWAL OF ADMINISTRATIVE REGULATION - CPE may withdraw an administrative regulation by informing the Compiler in writing of reasons for withdrawal	- any time prior to adoption		